



City of Long Beach Employment Opportunity

SENIOR PROGRAM MANAGER - HARBOR

Job Number: NF0NN-15

SALARY: \$3,940.16 - \$5,365.28 Biweekly

OPENING DATE: 06/15/15

CLOSING DATE: 08/14/15 04:30 PM

DESCRIPTION: Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity.

EXAMPLES OF DUTIES:

Under general supervision, manages the development and execution of multiple projects and programs involving a high degree of technical, functional, and organizational complexity; supervises the administration and execution of planning, design, review, bidding and quality control of multiple projects and/or programs; oversees and monitors construction activities for such projects and/or programs; performs complex economic analyses to determine project feasibility; prepares Requests For Proposals and Statements of Qualifications for hiring outside consultants and administers and participates in the consultant selection process; prepares and/or supervises the development of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents; administers consultant contracts; coordinates and supervises in-house and consultant design work; monitors the progress of projects for schedule/budget; reviews contract drawings for quality and economic soundness; reviews, validates, and recommends corrective measures for consultant invoices and contract amendments; builds and supervises a team of engineers under his/her direct report, including work assignment, direction and performance management, and performs other related duties as required.

REQUIREMENTS TO FILE:

- Registration as a professional Civil Engineer in the United States (proof required)*.
- Ten or more years of increasingly responsible experience in project engineering, including two years of supervisory experience handling multiple team projects and/or program management with experience managing large, complex civil infrastructure projects or programs. This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field (proof indicating date of graduation required)* or after passing the E.I.T. examination in the field of Civil Engineering (proof showing date awarded required)*.
- Proficiency with personal computers including word processing, spreadsheet and project scheduling applications.
- Proof of a valid California Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of the selection interview.

***Required documents must be uploaded to the online application.**

DESIRABLE QUALIFICATIONS: Registration as a Civil Engineer in the State of California is desirable and will be required within one year of appointment. If an applicant has a question regarding the licensing process, please contact the California Board of Professional Engineers and Land Surveyors at (916) 263-2222. The web address is www.dca.ca.gov/pels. Desirable qualifications include: certification as any of the following - Project Management Professional (PMP) by Program Management Institute (PMI), LEED-AP Certification (preferably in "Building Design + Construction") by the US Green Building Council (USGBC), Envision Sustainability Professional (ENV SP) by Institute for Sustainable Infrastructure (ISI); demonstrated experience in managing municipal/public works capital improvement projects/programs, including buildings,

streets, railroads, water systems, sewers and storm drains; demonstrated experience in, project management and engineering, including design, construction and/or operations.

SELECTION PROCEDURE:

This examination will be conducted using the continuous, non-competitive procedure. Applicants may apply only once during a four-month period. The eligible list will remain in effect for at least 6 months. All applicants meeting the requirements to file will be placed on the eligible list with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of application packets submitted. Eligible lists will be established periodically.

EXAMINATION WEIGHTS:

Application & Supplemental Application - Qualifying

This information is available in an alternative format by request at (562) 570-6202.

An Equal Opportunity Employer

If you have not received notification of the disposition of your application by July 25, 2015, contact the Civil Service Department at (562) 570-6202 or email civilservice@longbeach.gov.

NC5NN-15, 06/17/15
KTS

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #NF0NN-15
SENIOR PROGRAM MANAGER - HARBOR
DR

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

SENIOR PROGRAM MANAGER - HARBOR Supplemental Questionnaire

- * 1. DIRECTIONS: The purpose of these supplemental questions is to derive more specific information about your qualifications for this position. Resumes will be accepted, but may not be substituted in lieu of the required application forms (i.e., responses should NOT state "see resume"). The online application packet must be completed and received in the Civil Service Department by **4:30 p.m., August 14, 2015**. *Required documents must be uploaded to the online application. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency. REQUIREMENTS TO FILE Do you possess, registration as a Professional Civil Engineer in the United States (proof required)?
 - ☐ Yes
 - ☐ NO
- * 2. REQUIREMENTS TO FILE Please indicate your **State, Registration Number, and Expiration Date** for your professional Civil Engineer license. If you don't have one, indicate with "NONE".

- * 3. REQUIREMENTS TO FILE Do you possess **ten** or more years of increasingly responsible experience (full-time equivalent) in project engineering and experience handling multiple team projects and/or program management with experience managing large, complex civil infrastructure projects or programs? This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field or after passing the E.I.T. examination in the field of Civil Engineering.
☐ YES
☐ NO
- * 4. REQUIREMENTS TO FILE This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in civil engineering or closely related engineering field or after passing the E.I.T. examination in the field of civil engineering. Did you obtain your qualifying experience after graduation from an accredited four-year college or university with a degree in civil engineering or closely related engineering field or after passing the E.I.T. examination in the field of civil engineering?
☐ YES, I obtained my qualifying experience after graduation from an accredited four-year college or university with a degree in civil engineering or closely related engineering field.
☐ NO
☐ I obtained my qualifying experience after passing the E.I.T. examination in the field of civil engineering.
- * 5. REQUIREMENTS TO FILE Do you possess, two years of **supervisory experience** handling multiple team projects and/or program management with experience managing large, complex civil infrastructure projects or programs?
☐ YES
☐ NO
- * 6. Please describe your experience supervising the planning, budgeting, design, review, quality control and construction activities of multiple design and/or construction projects. If you don't have experience in this area, indicate with "NONE".
- * 7. Please describe your experience performing and/or managing complex economic and/or cost/benefits analyses used to justify project feasibility. If you don't have experience in this area, indicate with "NONE".
- * 8. Please describe your experience preparing Requests for Proposal (RFPs); reviewing, negotiating, and awarding contracts and administering and managing consultant contract agreements. If you don't have experience in this area, indicate with "NONE".
- * 9. Please describe your experience with computer applications such as database management, spreadsheets, word processing, presentation, project scheduling and project management software. If you don't have experience in this area, indicate with "NONE".
- * 10. Please describe your public speaking and presentation experience, including presentations made to agency boards or other governmental agencies, technical societies and/or the public. If you don't have experience in this area, indicate with "NONE".

- * 11. DESIRABLE QUALIFICATIONS The following certificates and/or experience areas are desirable. Please select all that apply.
 - ☐ PMI PMP Certificate
 - ☐ ISI ENV SP Certificate
 - ☐ USGBC LEED Certificate
 - ☐ I do not possess any of the above.
- * 12. DESIRABLE QUALIFICATIONS Indicate other certificates that you possess. If you don't have any experience in this area, indicate with "NONE".
- * 13. DESIRABLE QUALIFICATIONS Indicate any demonstrated experience in managing municipal/public works capital improvement projects/programs, including streets, water systems, sewers and storm drains. If you don't have any experience in this area, indicate with "NONE".
- * 14. DESIRABLE QUALIFICATIONS Indicate any demonstrated experience in railroad engineering design, construction and/or operations. If you don't have any experience, indicate with "NONE".
- * 15. DESIRABLE QUALIFICATIONS Please describe your understanding and experience in project management such as project management tools, techniques; provide examples of projects managed including project scopes, project schedules and budgets. Please include your specific duties/roles, the size of each project (in \$-dollars) and the duration of time associated with each project. If you don't have experience in this area, indicate with "NONE".
- * 16. DESIRABLE QUALIFICATIONS Please describe any experience or projects where you have used the Envision infrastructure rating system. If you don't have experience in this area, indicate with "NONE".
- * 17. DESIRABLE QUALIFICATIONS Please describe your experience with planning, design and/or construction of "green buildings", especially where the LEED rating System has been applied. If you don't have experience in this area, indicate with "NONE".
- * 18. Please describe any additional experience, training, certifications, knowledge, skills and/or personal qualifications that have not been previously covered in this supplemental application. Include any information that you desire to be considered for the evaluation of your application.
- * 19. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment, I will be required to successfully pass a medical examination and that for certain positions, employment is contingent upon successful completion of a security investigation.
 - ☐ YES
 - ☐ NO

* Required Question

